

PARKS AND RECREATION PROGRAM COORDINATOR

DEFINITION

The Program Coordinator implements and administers a variety of recreational programs and activities. The Coordinator is responsible for the supervision of the employees working under his/her division. This is a full time position supervised by the Director of Parks and Recreation and requires independent judgments. Also requires evening and weekend hours.

EQUIPMENT TO BE USED AND JOB LOCATION

Personal computer, copier, printer, cash register, credit card machine, other office equipment as required, pool vacuuming system, athletic equipment, hand tools, van, and automobile. This position is located at the Quarterpath Recreation Center on Quarterpath Road, with work also performed at City parks, recreation facilities, local school properties, and other local recreation facilities as required.

ESSENTIAL FUNCTIONS

Interviews, hires and schedules part time and seasonal employees to instruct classes, programs and park activities. Coordinates with Deputy Director to schedule activities at the Quarterpath Recreation Center.

Reviews and evaluates current department programs and activities.

Assists with registration of program participants.

Oversees the operation of the outdoor swimming pool to include interviewing, hiring, and supervising lifeguards and swimming instructors. Coordinates schedules of pool employees, schedules groups using the pool and be available to lifeguard as needed. Supervise the cleaning of the pool and daily cleaning of the locker rooms and bathrooms at the pool.

Department representative to the Senior Center for monthly meetings and field trips. May be required to drive van for field trips.

Develop and coordinate special events to include, but not limited to the Summer Breeze Concert Series and the annual Easter Egg Hunt.

Assist the Parks and Recreation Specialist with the athletic programs.

Implement special programs and events at Waller Mill Park.

Responsible for ordering supplies and equipment needed for specific programs or activities.

Responsible for the development of written materials related to department activities. Distributes informational correspondence and flyers to local newspapers, schools, City website, etc. relating to recreational events.

All other duties as assigned by the director.

PHYSICAL DEMANDS

Job involves frequent walking, standing, and stooping with some lifting and carrying of 50-100 pounds and may involve operation of office equipment. May involve physical activity as demanded by involvement in athletic programs.

QUALIFICATIONS

Bachelors Degree in Parks and Recreation Administration, or a related field, from an accredited college or university. Current lifeguarding certification required. Minimum of 2 years experience implementing recreational programs and activities. Capable of dealing with the general public in a courteous manner. Ability to supervise employees.

A successful candidate will be required to pass a drug test and criminal background check.

Must retain a valid Virginia driver's license.